Internship Search Plan

Finding an internship takes time - complete these steps throughout the semester prior to when you wish to start your internship.

Develop Your Internship Search Tools

☐ Update your resume and have a Leeds Career Peer or Career Advisor review it.
☐ Draft a tailored cover letter for each internship to which you are applying and have your Leeds Career Advisor or PMP Mentor review it.
☐ Make sure to ask your references in advance if they are willing to serve in that role.
☐ Manage your social media sites - remove any unprofessional content and lock down your privacy settings.
☐ Create a professional LinkedIn profile.
☐ Use the Internship Search Tracker to create a "watch list" of companies and opportunities.
☐ Learn to execute a productive search in Career Buffs; utilize other job search resources to broaden your search. A partial list of additional sites can be found on the Leeds Career Development website.
☐ Follow Career Development on Facebook, LinkedIn, and Twitter for Hot Internships; read Career Development's newsletters and emails!
☐ Search employers' websites for internship opportunities.
☐ Attend Leeds and CU career fairs, employer events and networking events.

Use Your Network

☐ Your network begins with your family, friends, mentors, neighbors, supervisors and professors, advisors and Career Development staff.
☐ Let your contacts know that you are looking for an internship - tell everyone you meet!
☐ Reach out to Leeds or CU alums for informational interviews (details here).

Apply

☐ Fine tune your resume for each internship to which you are applying.
☐ Write a targeted cover letter for each internship to which you apply.
☐ Send your application materials, typically your resume and a cover letter, to potential employers. Be sure to follow all application instructions!
☐ Follow-up with organizations via e-mail or phone 1 - 2 weeks after applying to confirm that they received your materials.
☐ Use the Internship Search Tracker to keep detailed noted about where you applied, to whom you spoke, when you sent your application and when you followed-up.

Interview

☐ Schedule a mock interview with your Career Advisor prior to your first interview.
☐ Do your research on employers (both company and individual) before your interview. Use resources such as LinkedIn, Career Insider, and Glassdoor.
☐ Reach out to your PMP mentor for interview tips.
☐ At the end of your interview, inquire about a timeline for decisions and ask about any other steps you should take.
☐ After each interview, write a thank you email to the interviewer(s); send it within 24 hours of your interview (see email etiquette tips)
☐ Continue to apply for internships until you have a written offer - don’t wait for an answer after each interview before applying to other opportunities.

Accept an Offer

☐ When you accept an offer, get all the important details: start date, work hours, office dress code, etc.
☐ Write thank you emails to the people in your network who helped you and let them know that you got an internship!
☐ Share the great news – let Leeds Career Development know about your new internship.